

## **DISTRICT OF KITIMAT TOP UP APPLICATION CHECKLIST**

**Applications will NOT be considered without all the following documentation:**

- Completed Top Up Application**
- Completed Canada Summer Jobs Application or Confirmation of Application from CSJ  
(Deadline to apply is February 25, 2019)**
- Confirmation of approval or denial of Federal funding**

**Once students are hired - registration receipts and/or certificates for:**

- WHMIS**
- First Aid**
- High Five Leadership Course**

**Once students have completed their work term:**

- Final report showing start date, end date, actual hours worked each day and any missed days within that timeline**
- If approved for funding, a final signed agreement will be prepared and provided to the organization**